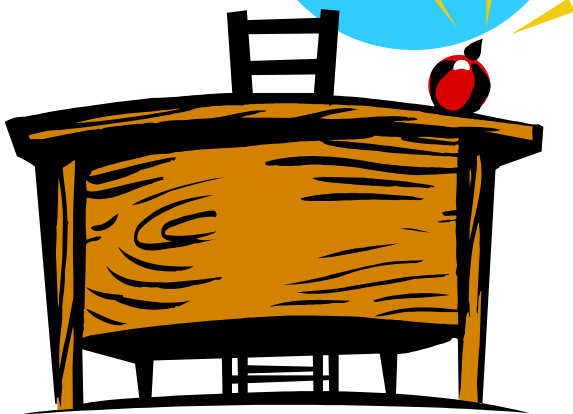
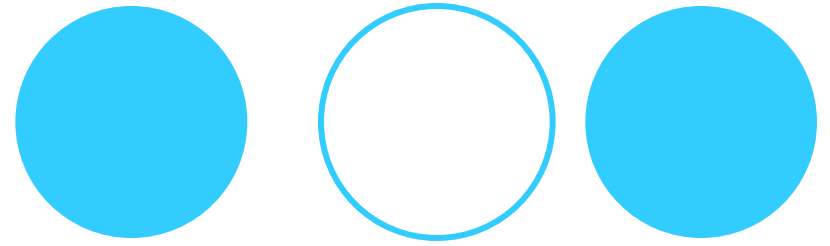
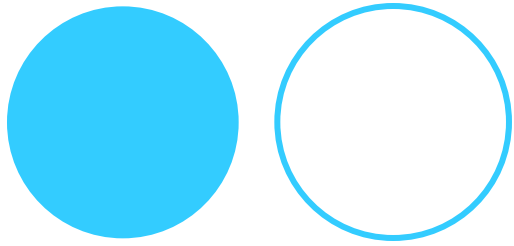


ORGANIZED CHAOS

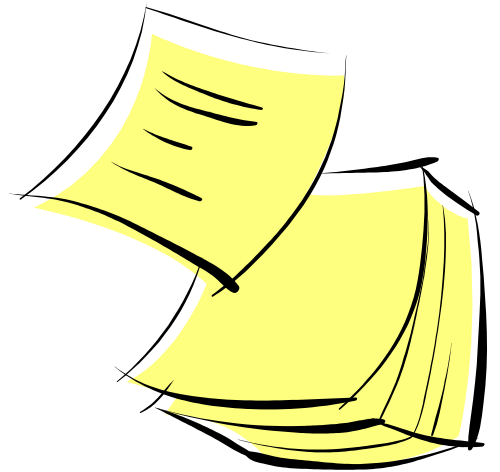
Amanda McRary

Newton-Conover City Schools





What do you anticipate being
your biggest classroom
organization/management
frustrations??



A YEAR in the LIFE OF an ORGANIZED tEACHER

- Summer
- Starting strong
- Organizing your space
- Keeping your head above water

SUMMER

A decorative graphic at the top of the slide features the word "SUMMER" in a bold, black, stylized font. The letters are partially overlaid by a series of blue circles. The first circle is solid blue and covers the 'S' and 'U'. The second circle is an outline and covers the 'M'. To the right of the word, there are three more circles: a solid blue one, an outline one, and another solid blue one.

- Rest, relax, rejuvenate!
- Workshop Information
 - Take good notes – you won't remember all that you think you will
 - Keep handouts and notes organized in binders by subject
 - Language Arts
 - Math
 - Science
 - Social Studies
 - Misc.

SUMMER

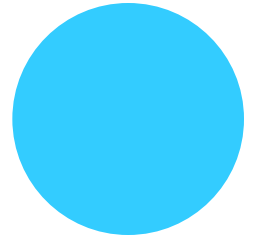
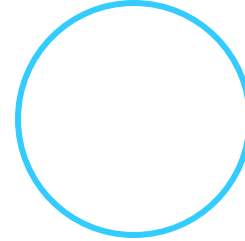
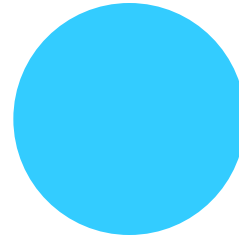
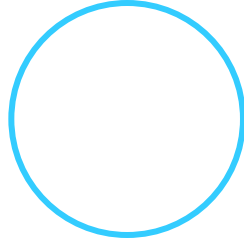
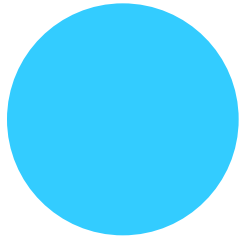
A decorative graphic at the top of the slide features the word "SUMMER" in a bold, black, sans-serif font. The word is positioned over a series of five blue circles. The first circle is solid blue and partially covers the letters "S" and "U". The second circle is an outline and covers the letter "M". The third circle is solid blue and covers the letter "M". The fourth circle is an outline and covers the letter "E". The fifth circle is solid blue and covers the letter "R".

- Label the binder spine with the title of the workshop
- Keep each workshop behind a separate tab
- If you know there are handouts that you will use often (templates, lesson plans, etc.), make an EXTRA copy of these and put them in a more handy location – possibly even their own binder

SUMMER



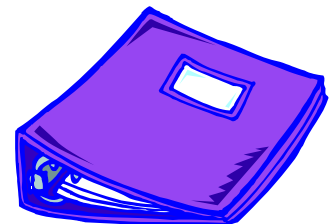
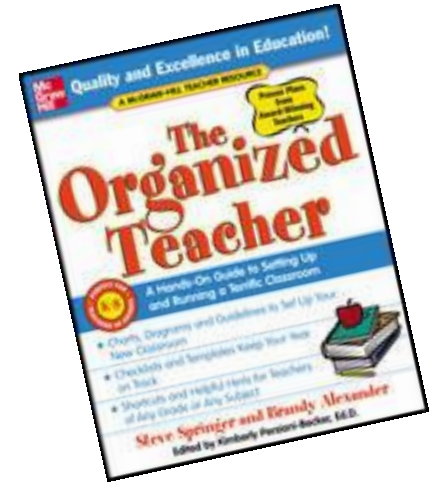
- Start gathering Handy Items...
- ... but don't go broke!
 - Dollar Tree!
 - Make a wish list for items parents would be willing to bring in (extra supplies, tissues, hand sanitizer, baggies, etc.)



QUESTIONS SO FAR?

Starting Strong

- Create and maintain a Beginning of School Checklist
 - The Organized Teacher by Springer, Alexander, and Persiani-Becker
- Start a New Student Supply Box
- Create a Crisis Bag
- Create a Substitute Box
- Create your Lesson Plan Binder



ORGANIZING YOUR SPACE

- Determine your classroom layout
 - Classroom layout website
<http://classroom.4teachers.org/>
 - Sketch your desk setup for quick set assignment changes throughout the year (or use a spreadsheet or word processor to create template)
- No bulletin boards?
 - Command hooks and clothesline
 - Buy foam board from craft store

ORGANIZING YOUR SPACE

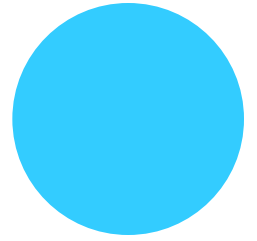
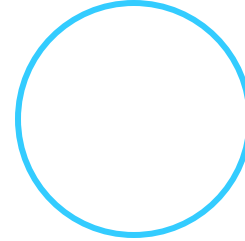
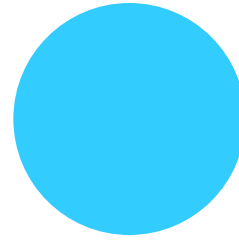
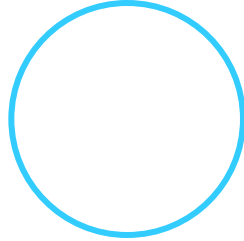
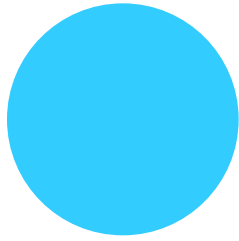
- Labeled cabinets for students
- Other cabinets labeled inside



ORGANIZING YOUR SPACE

- Classroom library
 - Use boxes that are clearly labeled
 - Paint stirrer student markers





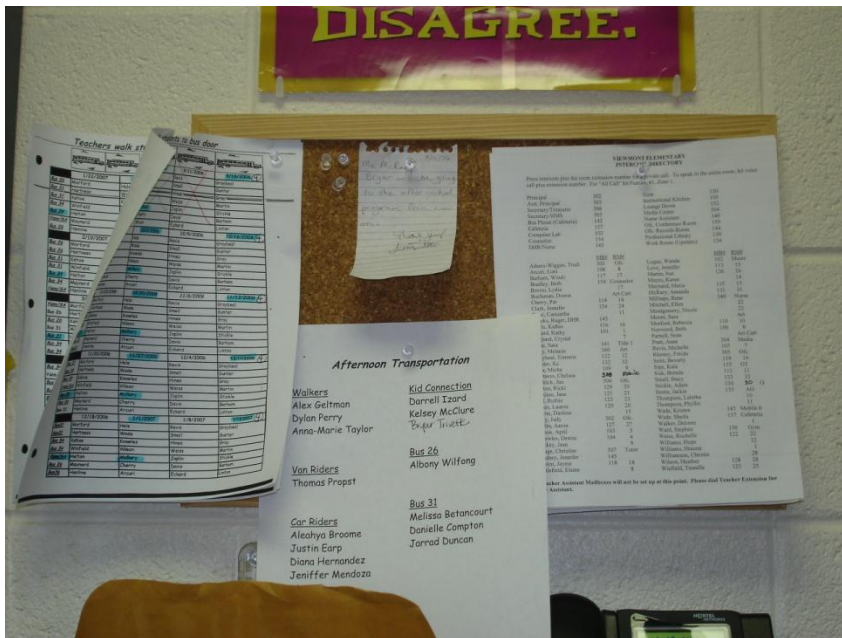
QUESTions?

KEEPING YOUR HEAD ABOVE Water – Planning

- Lesson Plans
 - Make a template in Excel
 - Have your weekly schedule typed in (specials, lunch, recess, etc.)
 - Include a section for after school activities, meetings, duties, etc.
 - Copy on colored paper
 - Handwrite or type the details
 - Put current plans in a clear sleeve
 - Add to binder at the end of the week

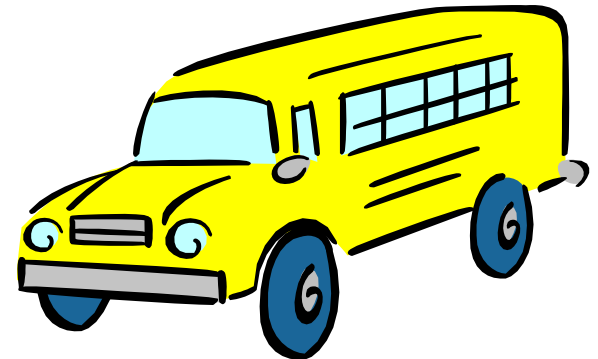
KEEPING YOUR HEAD ABOVE WATER – Organization

- Corkboard by door/phone
 - Emergency procedures
 - Daily transportation notes
 - Blank paper for messages
 - Class list
 - Phone numbers



KEEPING YOUR HEAD ABOVE Water – Organization

- Create a Weekly To Do list
- Wall File Boxes
 - Papers to grade
 - Papers to file
 - Notes from parents
 - To pass out
- Computer Documents
(can use for email as well)

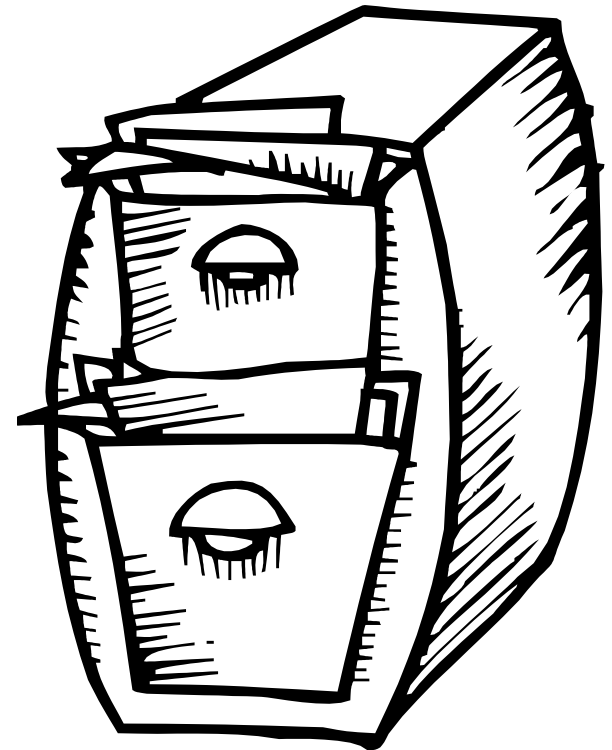


KEEPING YOUR HEAD ABOVE Water – Organization

- Bulletin Boards and Posters
 - Keep materials for bulletin boards you use yearly in baggies
 - Take pictures of your bulletin boards to easily recreate them later
 - Keep pre-made letters in accordion files
 - Color code rolled up posters to easily find what you need or to store flat, use old poster board boxes.

KEEPING YOUR HEAD ABOVE Water – Organization

- File Cabinets
 - Reading
 - Genre folders
 - Specific Story folders
 - Skill folders
 - Math – by objective
 - Science – by objective
 - Social Studies – by objective
 - Holidays – by holiday
 - Beginning/Ending of School activities



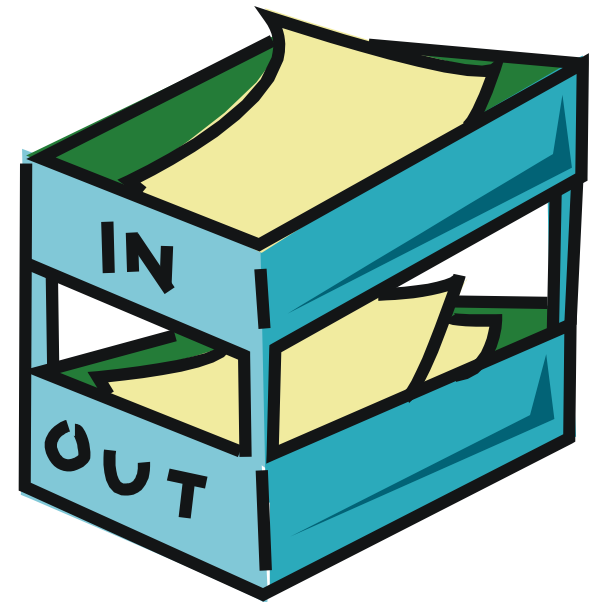
KEEPING YOUR HEAD ABOVE Water – PAPER!

- Paper Sorter – Things you use often
 - Class lists
 - Labels
 - Graph paper
 - Writing Test paper
 - Originals of things you copy often



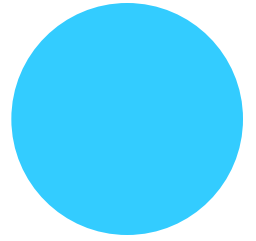
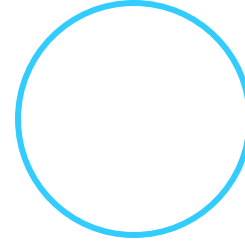
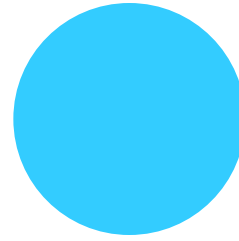
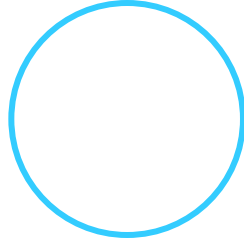
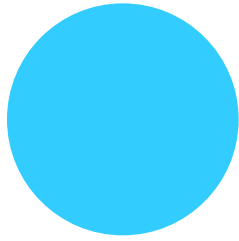
KEEPING YOUR HEAD ABOVE Water — PAPER!

- Make copies ahead
- Sort your colored paper
 - Sets of ____ for class sets
 - Sets of ____ for quarter sheets
- Scrap Paper
- Files for each student
 - Work samples
 - Parent Notes and referrals



KEEPING YOUR HEAD ABOVE Water — PAPER!

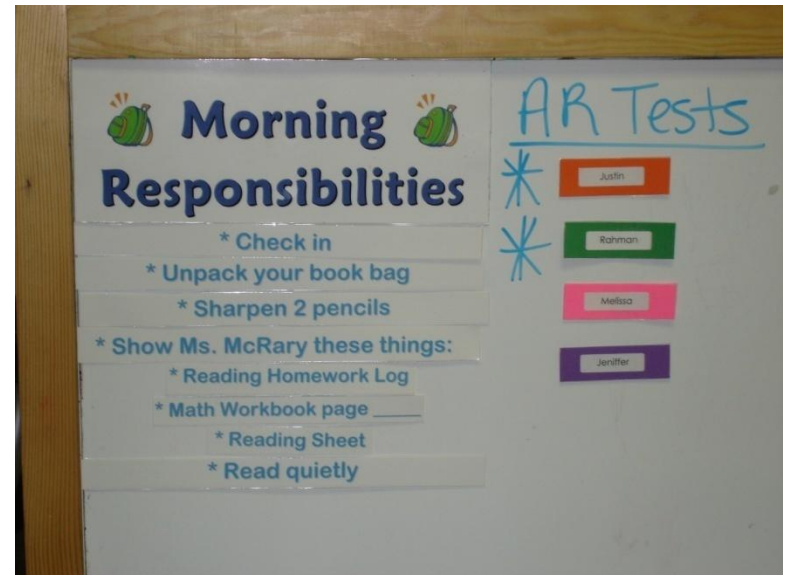
- Wire File Folder Racks
 - Memos
 - Excuse notes
 - Newsletters
 - Staff development information
 - IGPs
- Conferences
 - Pre-made conference sheets (VISTAPRINT!)
 - Telephone conference sheets
 - Place in student file when finished



QUESTions?

KEEPING YOUR HEAD ABOVE Water – Management

- Morning Responsibilities
 - List of morning routine
 - Attendance/Lunch count
 - Notes for teacher



KEEPING YOUR HEAD ABOVE Water – Management

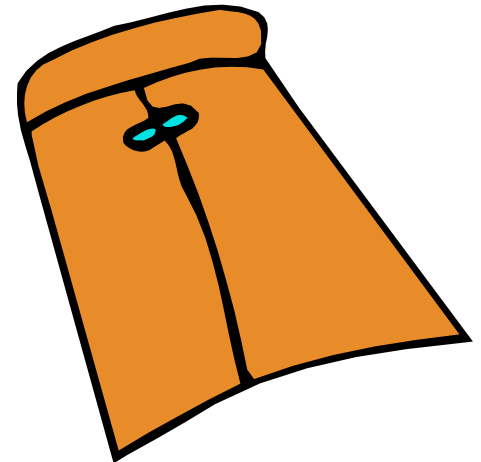
- Job chart
 - Choose jobs that help YOU!
- “Where We Are” chart
- Reading group assignment charts

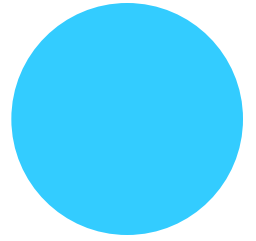
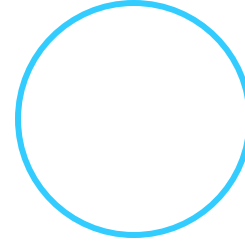
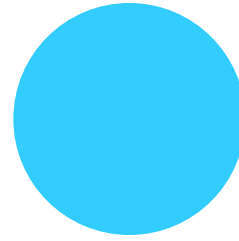
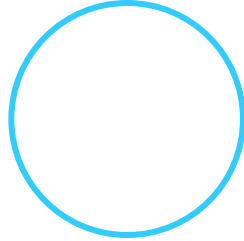
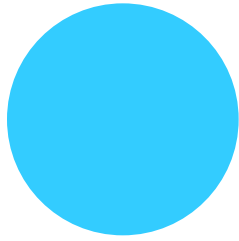
KEEPING YOUR HEAD ABOVE Water – Management

- Popsicle Sticks
 - Use the small ones (so kids can't see their names)
 - Use them to:
 - Randomize calling on students
 - Reward good hallway behavior
 - Reward good behavior in specials
 - Hold students accountable for listening to announcements etc.

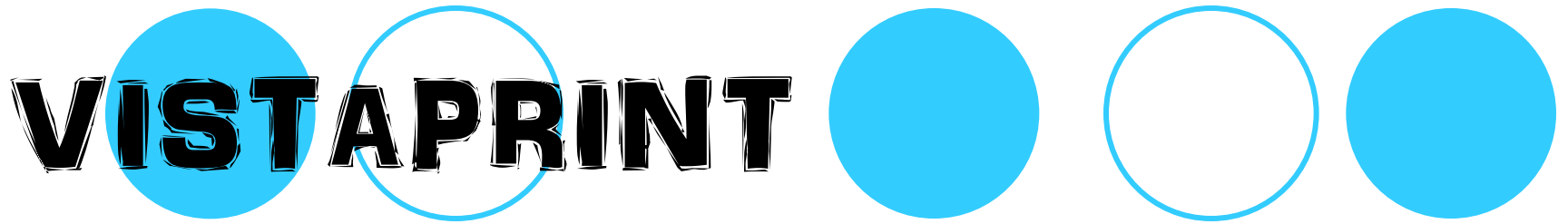
KEEPING YOUR HEAD ABOVE Water – Management

- Make-up work folders
 - Laminated envelope
 - Assignment sheets inside
 - Put on absent student's desk and have responsible student keep track of assignments or just walk by and write them as you go throughout the day



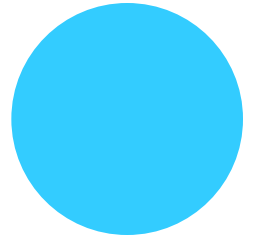
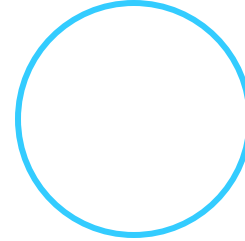
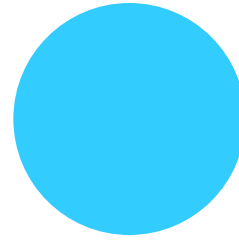
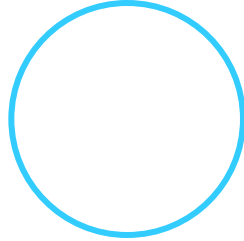
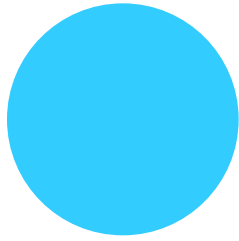


QUESTions?



www.vistaprint.com

A Beginner's Guide to Vistaprint



QUESTions?